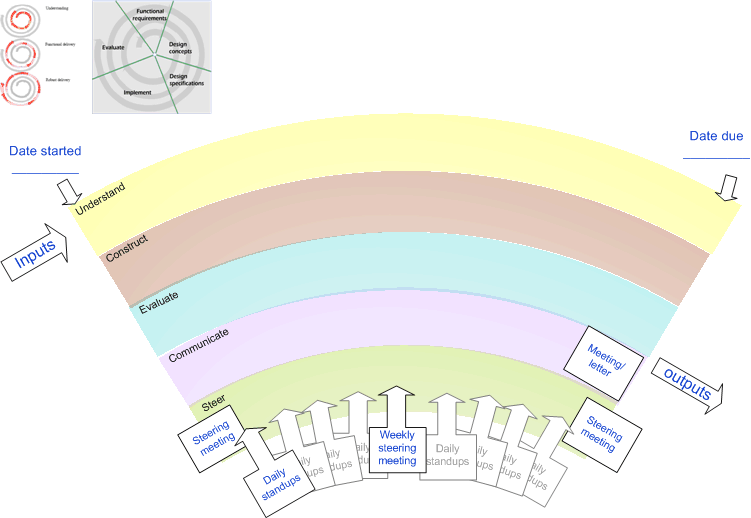
Date: 6th August 2009

Section: % done

Last communication with client:

Meeting 03 August 2009

Change to date

Edit these boxes

input

To show workflow

From input to output

output

Change to date

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | **Person** | | |
| Allen | Brent | Rachel |
| What have you done since yesterday? | - | - | Brain storming about the system metaphor |
| What are you going to do today? | Finish off the group management document.  View and ok minutes summary for the Client meeting.  And upload scrum meeting doc to the wiki.  Finish off system metaphor. | Finish off the group management document.  View and ok minutes summary for Client meeting.  Editing the wiki.  Finish off system metaphor. | Finish off the group management document.  View and ok minutes summary for Client meeting.  Email Ella the minutes and get her to ok that they are a correct true and record.  Finish off system metaphor. |
| Are there any obstacles to your progress? | Can’t access the I drive from home. | Can’t access the I drive from home. | Can’t access the I drive from home. |

|  |  |
| --- | --- |
| **Changes**  Agents  Responses |  |
| **Prototype**  Question  Method  Answer |
| **New Story** |
| **Idea Park** |
| **Risks** |
| **Escalate** |
| **Unknowns** |
|  |
| **Added to Evidence Portfolio** | |

Every day: 2 minute standup and problem solving

Every week: Plus check all 5 streams addressed, check client communication

Each sector: Plus retrospective sector, plan workflow for next sector